

MIDDLETOWN TOWNSHIP PUBLIC LIBRARY
55 New Monmouth Road, Middletown, NJ 07748
Regular Board Meeting Agenda
December 19, 2012 – 6:15pm

I. CALL TO ORDER

A. MISSION STATEMENT

The Middletown Township Public Library is a civic institution that provides materials, ideas, information, technology and cultural opportunities to enrich, empower and educate.

B. STATEMENT OF ADEQUATE NOTICE

The December 19, 2012 meeting of the Middletown Public Library Board of Trustees is called to order. Adequate notice of this meeting was published in the Asbury Park Press on January 14, 2012 and posted in the Library and at Town Hall on December 14, 2012, in accordance with the "Open Public Meetings Act," P.L., 1975, c.231.

C. ROLL CALL

Nelsen	_____	Monaghan	_____	Breen	_____
Convery	_____	Murray	_____	Siebert	_____
Wilson	_____	Siwiec	_____	Vitkansas	_____

Also present: McOmber _____ O'Neal _____ LaTona _____

Move to Closed Session

A. Closed Session Resolution

B. Roll Call

Nelsen	_____	Monaghan	_____	Breen	_____
Convery	_____	Murray	_____	Siebert	_____
Wilson	_____	Siwiec	_____	Vitkansas	_____

Also present: McOmber _____ O'Neal _____ LaTona _____

C. Director's Performance Review

II. 7:00pm

Move to Regular Open Session

Flag Salute

III. Public Session on Agenda items

Statement to the Public

The Board encourages public participation. Individuals wishing to address the board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Each speaker is asked to speak no longer than five [5] minutes and limit their remarks to items on the meeting agenda.

The Board may not respond to questions during the public participation portion.

IV. Minutes of November Meeting

V. Introduction of Scott Kushner, IT Department

- VI. November/December Financial Reports – Action**
 - A. Voucher List of Bills to Pay 2012
 - B. Overview 2012 Checks
 - C. Financial Report as of 11/31/12
 - D. Statement of Financial Assets of 12/1/12

- VII. Correspondence**

- VIII. Reports**
 - A. President
 - B. Director
 - C. Foundation (in packet)

- IX. Old Business**
 - Discussion on Program Policy and Charging for Services

- X. New Business**
 - A. Introduction and Discussion of 2013 Budget
 - B. 2013 Calendar (Action)
 - C. Set date for Annual Reorganization meeting in January - Action

- XI. Public Session**

- XII. Adjournment**

2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT

	A	B	C	D	E	F	G	H	I
1									
2	Revenue Sources	Municipal Funds 2013	Est. Surplus from Municipal appropriation in 2010 & 2011	State Aid	Fine & Copier Reserves, Current & Prior years	Revenue from fines, fees in 2013	Total		2012 budget
3	Balance Available 12-31-2012		50,000	123,726	460,570		634,296		
4	Revenue Anticipated 2013	3,470,977		29,000		84,000	3,583,977		
5	TOTAL REVENUE:	3,470,977	50,000	152,726	460,570	84,000	4,218,273		
6									
7									
8	EXPENSES	Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total		Estimated 2012 Actual
9	Salaries, Wages & Related Expenses								
10	Salaries & Wages	1,666,453					1,666,453		1,800,000
11	Statutory Benefits	104,000					104,000		104,000
12	Health Care	769,480					769,480		810,000
13	Unemployment Insurance	19,200					19,200		19,200
14	PERS Employer Contribution	185,000					185,000		184,303
15	Workman's Comp Insurance	104,000					104,000		104,000
16	Subtotal S,W,B	2,848,133	-	-	-	-	2,848,133		3,021,503
17									
18	General Operations	Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total		2012 exp est
19	Liability Insurance	44,460					44,460		44,460
20	Township Administrative Services	24,948					24,948		24,948
21	Township Purchasing Services	7,524					7,524		7,524
22	Township Finance Dept. Services	44,460					44,460		24,412
23	Supplies	30,000	10,000				40,000		51,000
24	Equipment [minor]- not computers	-	1,000				1,000		1,000
25	Dues/memberships	-		597			597		250
26	Training	0,000		8,000			8,000		6,000
27	Programs	-					-		
28	Professional Services	12,500					12,500		12,000
29	Automation	23,000		30,000	20,000		73,000		67,405
30	Repairs & Maint.	-	12,000		4,000		16,000		14,000
31	Groundskeeping/Snow/Ice Removal	8,000	12,000				20,000		15,000
32	Service Contracts	30,000			40,000		70,000		30,000
33	Internet-telecommunication	15,600					15,600		11,000
34	Subtotal Operations	240,492	35,000	38,597	64,000	-	378,089		308,999
35									
36	Materials	Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total		2012 est
37	Books	100,000		85,000	70,000	45,000	300,000		285,000
38	Periodicals	20,852					20,852		22,000
39	Audio Books	14,000			14,000		28,000		29,000
40	E-Books	17,500			22,500		40,000		30,000
41	Music cds	2,500			9,500		12,000		12,500
42	DVDs	15,000			22,000		37,000		39,000
43	Electronic Reference/Databases	32,000	15,000		10,000		57,000		64,000
44	Subtotal Materials	201,852	15,000	85,000	148,000	45,000	494,852		481,500
45									
46	Utilities	Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total		2012 est
47	Electricity	130,000					130,000		130,000
48	Telephone	14,000					14,000		12,000
49	Water	10,000					10,000		9,000
50	Gas	20,000					20,000		25,000
51	Oil	3,000					3,000		11,000
52	Sewer	3,500					3,500		3,500
53	Subtotal Utilities	180,500	-	-	-	-	180,500		190,500
54									
55	TOTAL OPERATIONS EXPENSE Lines 34, 44 & 53	622,844	50,000	123,597	212,000	45,000	1,053,441		980,999
56									
57	TOTAL EXPENSES (line 16 + 55)	\$ 3,470,977	\$ 50,000	\$ 123,597	\$ 212,000	\$ 45,000	\$ 3,901,574		4,002,502
58									
59	Maintenance & Repair Reserve				61,000	39,000	100,000		
60									
61	Yr End BALANCE by ACCOUNT To use in 2014 budget	-	-	29,129	187,570	-	216,699		
62									
63									Original Budget 4,155,152
64									
65									152,650
66									Savings in 2012